

To All ITSP BPA Holders/Teammates:

In order that your cognizant DCMC Administrative Contracting Officer is aware of specifics like "Invoicing Procedures", Task Order "Withhold Amounts", etc., you will need to forward that point of contact a copy of your ITSP BPA text (including the information of your BPA# and GSA/FSS Schedule #). At the very least, you'll need to ensure that you've forwarded this documentation to your cognizant DCMC ACO at the time you are awarded an order. Teammates without their own BPAs, but who receive an order under the auspices of another company's BPA, also need to provide a copy of the Lead's BPA text (to include your "teammate" information of GSA/FSS Schedule number) to your cognizant DCMC ACO. Invoicing procedures, etc, still apply to you as a result of the direct order (broken out) under the Lead's BPA. Your timely attention to this matter will help prevent delays in support from your cognizant DCMC focal point when you initiate your invoice submissions, etc. Thank You!

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